

The City of Beaverton is Hiring:

# Recycling Outreach Specialist

Recycling and Sustainability Division, Office of the Mayor

**Application Deadline: November 22, 2016, at 4:30 p.m. PDT**

## THE POSITION

The position is primarily a field work (site visit) position that will provide recycling and waste prevention education, resources and technical assistance to residents, multifamily communities and/or businesses in Beaverton. This position requires the ability to discuss waste prevention, recycling, composting and sustainability topics in a professional and courteous manner. A successful candidate will have interest and/or experience in recycling, waste prevention and/or sustainability issues.

**This position is a part-time, limited duration position: up to 25 hours per week, ending June 30, 2017.** The specific schedule is flexible depending on availability of the candidate, but will primarily be during standard office hours, however, some evening and weekend event work may be required.



## THE IDEAL CANDIDATE

### Minimum Qualifications

- High school diploma or GED
- Two years of general office experience
- Valid driver's license and the ability to meet the city's driving standards
- Ability to pass background check, reference check and drug screen

### Preferred Qualifications

- Experience in the recycling or sustainability field and with public outreach as an emphasis
- Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public;
- Fluency in Spanish
- Experience with application software in the Microsoft Office Suite and Salesforce or similar data management software

## RESPONSIBILITIES

- Up to 75% of the time will be community field work assistance (site visits), including:
  - ◊ Providing outreach assistance (resource deliveries, site evaluations, introductory technical assistance, and data management updates) to Beaverton business and multifamily apartment communities
  - ◊ Outreach events to engage residents about recycling or waste prevention activities, such as the Eat Smart, Waste Less campaign
  - ◊ Site visits will be a combination of advance scheduled appointments/requests as well as cold-calling targeted locations
- Data entry into the appropriate data management software for the site visits and activities (ranging from Excel spreadsheets, Access databases and customer relationship management software, such as Salesforce)
- Provide back-up for general office needs of recycling program staff
- Attend required meetings and trainings
- Support and respect diversity in the workplace
- Other duties as assigned

**Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at**  
City of Beaverton Human Resources Department  
12725 SW Millikan Way  
Beaverton, OR 97005

COMPENSATION

**Salary Range: \$18.82-\$25.22 per hour**

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage. In addition to hourly wage, 4% bilingual pay may be available.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



*Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.*

**Application Deadline: November 22, 2016, at 4:30 p.m. PDT**

